

Job Title: **Bond Preventative Maintenance Technician**
 Job Family: **Trades**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **5053**
 FLSA Status: **Non-Exempt**
 Shift Differential: **Yes**
 Pay Range: **G13**

SUMMARY: Perform planned preventative/predictive maintenance and inspection of buildings, mechanical and grounds elements including, but not limited to HVAC, plumbing, electrical, painting, carpentry, hardscape and landscape. Perform and oversee snow removal from parking, pedestrian and play areas when needed. The work schedule for this position will vary based on task. Respond to after-hours emergencies and snow removal.

This position is funded by 2016 bond proceeds and is anticipated to be funded for 3 to 5 years.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform general HVAC, plumbing and electrical maintenance including but not limited to filter replacement, cleaning and lubrication of components, clean drains and replace bulbs.	D	30%
2. Perform general painting and carpentry maintenance. May include, but not limited to preparation and painting of walls, parking lots, athletic fields, ceiling tile replacement and roof maintenance	D	25%
3. Perform general landscape and grounds maintenance. May include, but not limited to irrigation head replacement, mowing, playground surfacing and fence tying.		20%
4. Assist maintenance trade positions as requested.	D	15%
5. Perform snow removal from parking, pedestrian and play areas when needed, utilizing loaders, plows, shovels, tractors, etc. Apply pre- and post-ice control material.	M	5%
6. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be at least 18 years of age.
- Minimum (1) year of experience in general maintenance or the completion of a related career and technical education program.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Ability to successfully complete a pre-hire, post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of electrical, plumbing, HVAC, carpentry, hardscape and/or landscape installation and maintenance.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of trucks, trailers, power tools, hand tools and general maintenance equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Preventative Maintenance Technician, Lead	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible of appropriate use of P-card to obtain various district materials.
- Maintain supplies, inventory and equipment.
- Make purchases on District credit card, document purchases and review all department purchases.
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk		X		
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyse	X			
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or air borne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X